

FREEDOM OF INFORMATION/PRIVACY ACT CHECKLIST		DATE:	
TO:			
References: AR 25-55, AR 340-21, DA Pam 25-51			
ITEM	N/A	YES	NO
1. Is a current copy of the following references available?			
a. AR 25-55			
b. AR 340-21			
c. DA Pamphlet 25-51			
d. Letter, OTAG (CAAS), subject, "Freedom of Information Act (FOIA) Changes", dated 14 Jan 87			
2. Has an individual been designated as Privacy Act or Co-ordinator, as required? (Para 1-9 AR 340-21)			
3. Has training been accomplished in compliance with paragraph 8-100, AR 25-55?			
4. Is prompt action being taken on Freedom of Information requests? (10 working days) (Para 1-503, AR 25-55: Para 2-5, AR 340-21)			
5. Does the unit/activity know who the Denial Authority is for the Army National Guard? (Ref item 1d above)			
6. Are appropriate records being maintained so the Annual Report can be prepared? (Para 1-5, DA Pam 25-51)			
7. Is the Annual Report being prepared and transmitted in a timely manner? (Para 7-200, AR 25-55; Para 2-11, AR 340-21)			
8. Is the unit/activity aware of the Fee Schedule to be utilized when required? (Para 1-509 & Chapter VI AR 25-55)			
9. Is there a completed CAL NG Form 340-21 on each desk that has a telephone? (Memo OTAG (CAAS) dated 22 Dec 87)			
10. Has the Privacy Act film been presented in current Calendar Year and records of attendance maintained? (Memo OTAG (CAAS) dated 4 Dec 87 & 17 Dec 87)			
COMMENTS:			
Name, Grade or Title and Organization		Telephone Number:	
Signature:			